

**\*\*\*APPROVED\*\*\***

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** April 11, 2007

*\*Denotes attendance at this meeting*

**Committee Members:** Frances Hall, Vice-Chairperson\*  
Dulcie Holland, Secretary  
Stanley Lewis, Chairperson\*  
Timothy Russell\*

**Office of Human Rights:** Willie Barnes, Office of Human Rights  
Andrea Coleman, Office of Human Rights  
Reginald Daye, Regional Advocate\*

<b>Program Affiliates:</b> Bacon Street:	Bob Coleman *
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ruby Gilliam-Eley Bonita Clark*
Family Preservation Services:	Kim Speed *
Neurological Rehabilitation Living Centers:	Douglas Brown, Jr. Steve Dean*
	Kelly Dean*
United & Empowered Care:	Valda Claiborne*
	Marietta Cottingham
Williamsburg Place:	Patty Cranford *

<b>Temporary Program Affiliates:</b> Better Life of Virginia:	Christian Aigbe*
	Babatunde Talabi*
Neighbor to Family	Lisa Duez*

<b>Program Requesting Affiliation:</b> Family Impact, Inc	Stephen Thompson
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**Call to Order:** Mr. Lewis called the meeting to order at 9:05 am at Williamsburg Place

**Approval of Minutes:** *The October 11, 2006 minutes were approved with corrections submitted by Mr. Daye and Ms. Claiborne.*

**Affiliate Program Reports:**

**Bacon Street**

Number of Clients: 126

Staff to Client Ratio: 1:28

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None  
Number of Complaint or Abuse Cases: None  
Use of Restraints or Seclusion: None  
Information/Action on Prior Cases: None  
Licensure or Human Rights Reviews: None during this quarter

***East End Academy Intensive Outpatient Program***

Number of Clients: 30  
Staff to Client Ratio: 2:10  
Program Changes: None  
New Programs: None.  
Administrative Changes: None  
Policy Changes: The program has modified its Behavioral Management Policy from MANDT to TOVA  
Handbook Changes: None  
Number of Complaint or Abuse Cases: None  
Use of Restraints or Seclusion: NA  
Information/Action on Prior Cases: None  
Licensure or Human Rights Reviews: None

***Family Preservation Services***

Number of Clients: 75  
Staff to Client Ratio: 1:3  
Program Changes: None  
New Programs: None  
Administrative Changes:  
Policy Changes: None  
Handbook Changes: None  
Number of Complaint or Abuse Cases: None  
Use of Restraints or Seclusion: 2 uses of seclusion  
Information/Action on Prior Cases: None  
Licensure or Human Rights Reviews: None

***United and Empowered Care***

Number of Clients: 3  
Staff to Client Ratio: 1:4  
Program Changes: Skilled Nursing Services are being added.  
New Programs: None  
Administrative Changes:  
Policy Changes: Skilled nursing services will offer the program the ability to serve individuals with medical needs.  
Handbook Changes: None  
Number of Complaint or Abuse Cases: None  
Use of Restraints or Seclusion: 1 use of restraint: TOVA was used to help an individual regain control.  
Information/Action on Prior Cases: None  
Licensure or Human Rights Reviews: The program had a telephone review with Mr. Douglas Newsom and a site visit from Ms. Willie Barnes.

***Williamsburg Place***

Number of Clients: 43  
Staff to Client Ratio: 1:6  
Program Changes: None  
New Programs: None  
Administrative Changes: None  
Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: One

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: The program was reviewed in March. The report has not been received.

### **Discussion Items:**

#### ***Requests for Affiliation of Additional Programs:***

Better Life of Virginia, LLC: Mr. Talabi requested an extension of the program's temporary affiliation as it awaits approval of its licensure request. *Following discussion, the committee members unanimously granted Better Life of Virginia a 90-day extension of its temporary affiliation with this LHRC.*

Campbell House: Ms. Campbell reported that the program has received its license from the state. It has begun serving 2 clients, with a client staff ratio of 1:4. *Following discussion, and with unanimous approval, the committee members granted Campbell House full affiliation with this LHRC.*

Family Impact, Inc: Although the committee members had received packets of information from the program, a representative of Family Impact, Inc. was not present. *No action was taken by the committee.*

Neighbor to Family: Ms. Dewey introduced her program that provides outpatient clinical services to foster children, seeking to help families reunify more quickly. *Following discussion, the committee members unanimously granted Neighbor to Family a 90-day temporary affiliation with this LHRC.*

Neurological Rehabilitation Living Centers: Ms. Dean reported that the program has received its license from the state. It is currently serving 6 clients with a staff to client ratio of 1:2. The program received an unannounced annual site visit from the Office of Human Rights. For the past quarter, the program reports 2 complaint or abuse cases, and 2 uses of restraint, under 5 minutes each. *Following discussion, and with unanimous approval, the committee member, granted the Neurological Rehabilitation Living Center full affiliation with this LHRC.*

#### ***Committee Membership:***

Mr. Lewis' and Ms. Hall's tenures with this LHRC, each the maximum of two consecutive three-year terms of service, will be ending on June 30, 2007. Mr. Lewis spoke to his pleasure of serving on the committee, and to the outstanding State Human Rights committee and staff: He particularly noted the very professional training and seminars. Ms. Hall also spoke to her pleasure with committee membership. She noted

being impressed by the affiliated programs' work and by the staff of the regional and state OHR.

Three committee memberships will become vacant. The committee already has a vacancy for a Health Care Professional. Two consumers or their family members who receive or have received services within the past five years are also required at this time. The affiliated programs of this LHRC are now responsible for bringing applications for new committee members to the committee members for interviewing. Applications must be submitted to and the applicants interviewed by the committee prior to May 15, 2007 in order for them to be approved by the SHRC and ready to serve by July 1. Mr. Lewis requested that applications be forwarded to the committee no later than April 31<sup>st</sup>. Without at least three new committee members, to include a Health Care Professional, the affiliated programs will be out of compliance with their licenses, and those that hold temporary or are pending permanent renewal may neither receive a license, have their license reduced, or be fined.

**OHR Advocate's Report and Training:** Mr. Daye announced that an award was presented to the Williamsburg Local Human Rights Committee at the 24<sup>th</sup> Annual Volunteer Luncheon on April 3, 2007. Speaking for the entire Office of Human Rights, Mr. Daye thanked Mr. Lewis and Ms. Hall for their service. Certificates are being sent to them.

Mr. Daye announced that the next Office of Human Rights Committee Annual Conference is will be September 6-7, 2007.

Mr. Daye reported that a version of the new Regulations in on the state website with corrections. This version will return to the state board in May for approval before going to the Secretary and the Governor's office. It will then return to the public committee.

Mr. Daye will train the committee on the Freedom of Information Act annually as required by the regulations.

**Next Meeting:** Wednesday, July 11, 2007, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

**Adjournment:** Mr. Lewis adjourned the meeting with the membership's approval at 10:00 am. The members went into closed session to review the aforementioned reports of the uses of restraint and seclusion from Neurological Rehabilitation Living Center and United and Empowered Care. The committee reconvened in open meeting and reported out no recommendations.

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Submitted by:

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Approved by:

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Robert E. Coleman, Recorder  
Affiliate Program Liaison & Support

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Dulcie Holland,  
LHRC Committee Secretary